



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

PUBLIC PACKET

December 12, 2016



GUSTAVUS CITY COUNCIL

GENERAL MEETING

DECEMBER 12, 2016

7:00 PM CITY HALL

Gustavus City Council:

Mayor: (Seat E)

Tim Sunday

tim.sunday@gustavus-ak.gov

Term Expires 2018

Vice-Mayor: (Seat F)

Connie Edwards

connie.edwards@gustavus-ak.gov

Term Expires 2018

Vacancy Posted (Seat A)

One Year Term Expires 2017

Council Member (Seat B):

Jake Ohlson

jake.ohlson@gustavus-ak.gov

Term Expires 2019

Council Member (Seat C):

Jon Howell

jon.howell@gustavus-ak.gov

Term Expires 2017

Council Member (Seat D):

Mike Taylor

mike.taylor@gustavus-ak.gov

Term Expires 2017

Vacancy Posted (Seat G):

Gustavus City Hall:

City Clerk/Treasurer:

Lori Ewing

lori.ewing@gustavus-ak.gov

Administrative Assistant:

Tanya Wagner

tanya.wagner@gustavus-ak.gov

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes:

A. General Meeting Minutes November 14, 2016

4. Mayor's Request for Agenda Changes

5. Department/Committee Reports:

A. Marine Facilities

6. Public Comment on Non-Agenda Items

7. Consent Agenda:

8. Ordinance for Public Hearing

9. Unfinished Business

10. New Business:

A. Approve DRC Scoping Document Household Hazardous Waste Facility Project

B. Adopt Resolution CY16-17 Revising the Policy and Procedure for Gustavus Endowment Fund Grant Awards

C. Award FY17 Endowment Fund Grants

11. Staff Reports

12. City Council Reports

13. City Council Questions and Comments

14. Public Comments on Non-Agenda Items

15. Executive Session

16. Adjournment

Item No. 1 Call to Order

Item No. 2 Roll Call

Item No. 3 Approval of Minutes

A. Minutes of November 14, 2016 General Meeting

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
NOVEMBER 14th, 2016**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on November 14th, 2016, at 7pm by Mayor Sunday. There are three (3) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Sunday	<i>via teleconference</i>
Vice Mayor Edwards	
Council Member Howell	
Council Member Ohlson	

The following members are not present:

Council Member Taylor	<i>excused</i>
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3. APPROVAL OF MINUTES:

A. Special Meeting Minutes October 7th, 2016

MOTION: Vice Mayor Edwards moves to approve the Special Meeting Minutes from October 7th, 2016, as presented.

SECONDED BY: Council Member Howell

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Sunday, Edwards, Howell, Ohlson

NO:

RECUSED:

MOTION PASSES/FAILS 4/0

B. Special Meeting Minutes October 10th, 2016

MOTION: Vice Mayor Edwards moves to approve the Special Meeting Minutes from October 10th, 2016, as presented.

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Sunday, Edwards, Howell, Ohlson

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

C. General Meeting Minutes October 10th, 2016

MOTION: Vice Mayor Edwards moves to approve the General Meeting Minutes from October 10th, 2016, as presented.

SECONDED BY: Council Member Howell

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Sunday, Edwards, Howell, Ohlson

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

4. MAYOR'S REQUEST FOR AGENDA CHANGES: None

5. COMMITTEE REPORTS:

A. GVA – no report submitted; no members present

B. DRC – oral/written reports by P. Berry

C. Roads – oral report by S. Mattson

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA:

A. Accept Council Member Streveler's Resignation

B. Accept Scoping Document-Composting Yard

C. Adopt CY16-16 Certified Financial Statement (Read by Council Member Howell)

MOTION: Council Member Howell moves to adopt the Consent Agenda by Unanimous Consent

SECONDED BY: Council Member Ohlson

CONSENT AGENDA ADOPTED BY UNANIMOUS CONSENT

(Note: Mayor Sunday thanks Greg Streveler for his service on the City Council)

8. ORDINANCE FOR PUBLIC HEARING

9. UNFINISHED BUSINESS

10. NEW BUSINESS:

A. Adopt Resolution CY16-14 Support of a Boundary Adjustment to the Dude Creek Critical Habitat Area (Read by Vice Mayor Edwards)

MOTION: Vice Mayor Edwards moves to adopt Resolution CY16-14 Support of a Boundary Adjustment to the Dude Creek Critical Habitat Area

SECONDED BY: Council Member Howell

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Sunday, Edwards, Howell, Ohlson

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

B. Adopt Resolution CY16-12 Updating the City Benefits Policy and Procedure. (Read by Council Member Howell)

MOTION: Council Member Howell moves to adopt Resolution CY16-12 Updating the City Benefits Policy and Procedure.

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT:

A. P. Berry – Thanks Council for increased retirement matching percentage

ROLL CALL VOTE ON MOTION:

YES: Sunday, Edwards, Howell, Ohlson

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

C. GVA Disbursement

MOTION: Vice Mayor Edwards moves to postpone indefinitely the FY17 Gustavus Visitors Association's Disbursement

SECONDED BY: Council Member Howell

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Sunday, Edwards, Howell, Ohlson

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

D. Adopt Resolution CY16-13 Mileage Reimbursement for City Employees and City Council Members (Read by Council Member Ohlson)

MOTION: Council Member Ohlson moves to adopt Resolution CY16-13 Mileage Reimbursement for City Employees and City Council Members

SECONDED BY: Council Member Edwards

PUBLIC COMMENT:

A. P. Berry – glad Council members are included; specify Quarter end dates

ROLL CALL VOTE ON MOTION:

YES: Sunday, Edwards, Howell, Ohlson

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

E. Adopt Resolution CY16-15 Regarding the Alaska Power Company Rate Case (Read by Mayor Sunday)

MOTION: Council Member Howell moves to adopt Resolution CY16-15 Regarding the Alaska Power Company Rate Case

SECONDED BY: Vice Mayor Edwards

PUBLIC COMMENT:

A. P. Berry – well-written document

ROLL CALL VOTE ON MOTION

YES: Sunday, Edwards, Howell, Ohlson

NO:

RECUSED:

MOTION **PASSES**/FAILS **4/0**

11. STAFF REPORTS

12. CITY COUNCIL REPORTS

13. CITY COUNCIL QUESTIONS AND COMMENTS:

A. J. Howell – cross-tabulations to Sentenium tomorrow morning; leaving Wednesday through Christmas

B. T. Sunday - Endowment Fund Grants discussion at December 5 Work Session; Rink Creek Bridge update; AMHS update; Breakwater float update; Good River road emergency repair update

14. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

15. EXECUTIVE SESSION

16. ADJOURNMENT:

Hearing no objections, Mayor Sunday adjourns the meeting at 8:16pm.

Item No. 4 Mayor's Request for Agenda Changes

This is the opportunity for the Mayor to request any changes or revisions to the Agenda. **NO CHANGES INVOLVING THE CITY FINANCES ARE TO BE MADE.** If there are any changes since the first publication of the Agenda, those changes should be announced and approved.

★After General Consent (or Motion, Second and Vote) Mayor announces "the Agenda is set".

Item No. 5 Department/Committee Reports:

Item No. 6 Public Comment on Non-Agenda Items

Item No. 7 Consent Agenda

Item No. 8. Ordinance for Public Hearing

Item No. 9. Unfinished Business

Item No. 10. New Business:

A. Approve DRC Scoping Document Household Hazardous Waste Facility Project

PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: **DRC Household Hazardous Waste Facility Project**

Department: **Disposal & Recycling Center "DRC"**

Contact: **Paul Berry, DRC Manager/ Operator**

E-mail: **dumpmaster@gustavus-ak.gov** Phone: **907-697-2118**

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?

What are its goals and objectives?

The project will be to purchase, install, and operate a portable containerized facility for receiving, processing, storing and shipping hazardous wastes from households, State and local agencies, and businesses in Gustavus. Large agencies may still need to ship their own hazardous wastes.

Who/what will be aided by this project? Who are the targeted stakeholders/customers?

The targeted customers are the residents, businesses and State and local agencies of Gustavus.

Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?

No survey is anticipated. The need has been apparent for many years. Hazardous waste handling is an assigned responsibility of the DRC under its enabling ordinance.

What is NOT covered by this project? What are its boundaries?

The DRC intends to accept hazardous waste from households, businesses, and agencies within the boundaries of Gustavus, only. The DRC does not expect to receive any industrial hazardous waste as there is no heavy industry in Gustavus.

The project outlined in this scoping document does not create an operating plan for the collection and processing of HHW, nor does this scoping document identify all the operating costs and where the operating funds will come from to support a HHW collection service. These important steps would occur after the HHW module is in place and is functional.

2. Why is the project needed?

What community problem, need, or opportunity will it address?

The DRC was assigned this responsibility in its enabling ordinance but has not had proper processing and storage space to implement the service.

What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

Gustavus residents, government agencies, and businesses purchase, use and dispose of products that constitute hazardous waste under state and federal regulations. Hazardous wastes are waste materials that pose significant threats to public health or the environment and include materials that are flammable, reactive, corrosive, dangerously toxic, or are specifically listed in EPA regulation as hazardous wastes. The DRC is not permitted to landfill wastes classified by EPA as hazardous wastes. Such wastes must be shipped to specific hazardous waste facilities. The majority of hazardous waste generated in Gustavus can be broadly characterized as household hazardous wastes, however, which are less-regulated than industrial hazardous wastes. These are wastes from products commonly used by households, such as paints, solvents, pesticides, drain cleaners, antifreeze, waste fuels, batteries, and the like. While they are exempt from EPA hazardous waste regulations they are nevertheless hazardous and it has been DRC practice not to landfill them. Generally the DRC does not accept such wastes except under occasional special collection and shipping opportunities.

Another class of less-regulated hazardous waste commonly received by the DRC is “universal waste.” These wastes are from products produced and used in large quantities, such as fluorescent lighting, specialty batteries, and other mercury-containing devices. Universal wastes are not landfilled locally and must be shipped to universal waste receivers.

While the DRC does accept most universal wastes the facility does not regularly receive household hazardous waste. The community lacks a regular and proper means of disposing of these common wastes so many residents either store such materials indefinitely on their property or dispose of them improperly outside the controlled waste stream. These practices present hazards to public health and the environment and potentially degrade property values. Furthermore, occasionally household hazardous waste is inadvertently received by the DRC and then must be stored until a shipment opportunity can be arranged. The DRC currently has a storage of such waste in a container on-site, but that storage does not meet requirements for proper storage of hazardous waste.

The intent of this project is to provide capacity for the DRC to receive household hazardous wastes and universal wastes regularly and more efficiently and to process and store them for shipping in a safe and environmentally responsible manner.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

The need was identified in the enabling ordinance setting up the DRC as a City of Gustavus function. Mike Taylor, former DRC Committee member and chairman did most of the groundwork for this project.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

It had been discussed in DRC Committee meetings for several years. In 2009 the DRC filed a grant request for funding for this project with the Denali Commission but was unsuccessful.

5. What is your timeline for project planning?

By when do you hope to implement the project?

FY 2018 for purchase and installation. Operation of a HHW service would occur after an HHW collection, storage and processing plan is in place.

Will the planning or final project occur in phases or stages?

Yes. The DRC Manager will solicit new quotes from several manufacturers, choose a manufacturer, order the equipment, and work with local vendors to install it when received. There will be some site preparation and electrical work associated with the installation.

6. What is your budget for the planning process? Will you be using a consultant?

Planning is by DRC manager. No consultant is anticipated

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance. **\$44,000.**

Parts 3., 4., 5., 6. Project Investigation and Development

Parts 3—6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4.—6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

Alternative approaches include:

Continued refusal by the DRC to accept most household hazardous wastes, leaving it to residents to deal with the waste storage and disposal independently (*status quo*).

Business case: This option does not require purchase and installation of a facility or operating expenses for regular receiving, sorting, processing, storage, and shipping of wastes. However it has continued uncertain environmental costs resulting from the accumulation of wastes in the community and potential environmental degradation from air, water, and soil pollution. Environmental degradation may make the community less attractive to visitors, new businesses, and productive new residents in the future. It is contrary to the Community Values and Vision statement in the Strategic Plan, which emphasizes the importance of a clean, healthy environment for Gustavus residents and visitors and as a key to community prosperity.

Landfilling of household hazardous wastes.

Business case: Under EPA regulations household hazardous wastes can be received and landfilled as municipal solid wastes. Landfilling of most household hazardous wastes at the DRC site could be done at direct costs similar to those for regular waste. However, the Gustavus DRC permit from ADEC does not exempt household hazardous waste. Further, the landfill is not constructed with a liner and all leachate finds its way to the high water table under the site and presumably to the Salmon River in the Boat Harbor area. Household hazardous wastes generally cannot be safely bailed with other non-hazardous waste so would have to be placed directly in the pit. That would require some additional oversight of disposal and would contribute to the decline of remaining landfill space. Many hazardous and universal wastes can actually be recycled into usable new products by appropriate processors so landfilling would be contrary to the DRC goal of capturing appropriate value from each category of waste where possible. Finally, this option also appears to be contrary to the Community Values and Vision Statement in the Strategic Plan.

Periodic collection and shipping of hazardous wastes by a contractor.

Business Case: In this option residents and businesses would continue to store hazardous waste on their own properties until an occasional collection and shipping event could be arranged. If past practice were to continue such events may be many years apart.

Collection of hazardous waste with processing and storage in a specifically-designed modular hazardous waste unit with occasional shipping as needed to appropriate receivers.

Business Case: The DRC would purchase a specifically designed hazardous waste processing and storage facility approximately 8'x9'x22' long with separate sections for various classes of waste and a work area for processing wastes for storage. The unit would be set on a prepared gravel pad adjacent to the DRC building and would have electrical power extended to the unit to provide for lighting and power tool use. Cost of the portable unit, shipping, and installation including site and electrical work has been estimated at \$44,000. The anticipated source of funding is a CIP Legislative grant.

The DRC would receive hazardous wastes on any day the DRC is open for regular business. Customers would separate hazardous waste materials as they do other categories of waste they bring to the DRC, but the DRC operator would place the wastes in the processing portion of the module. Customers would pay fees (to be determined) based on the anticipated cost of disposal for

the class and amount of waste material. After regular operating hours the DRC operator would process hazardous waste materials and store them in appropriate sections of the unit. We anticipate a 10% increase in Operator time may be required to handle receiving, processing and shipping of hazardous waste. That increased cost would be borne by fees for receiving hazardous waste and by additional City subsidy. Opportunities and hours for receiving hazardous waste could be adjusted to improve efficiency of handling. For example, hazardous waste might only be received once per week or once per month if necessary for efficient handling. Shipments would be coordinated with Alaska Ferry service where possible from Gustavus to Juneau, with transfer in Juneau to a southbound carrier. Alternatives allowing direct shipment from the Gustavus dock to Seattle will be explored.

One or more times per year, the DRC operator would arrange to ship prepared hazardous waste to a receiver, probably in Washington State.

2. What solution was chosen as the best and why is it the best?

It was concluded that the purchase and installation of a manufactured hazardous waste unit (the last option above) is the best solution as it best fulfills the DRC mandate and community need in an environmentally responsible manner.

3. Identify your funding source(s).

How will the project be funded initially, and for its operating life?

Capital Funding is being requested through Legislative FY18 CIP grant. Operating costs would be included in the DRC's annual operating budget.

Is there a matching fund requirement? Please provide details.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
Climate change	x		
Streams/groundwater quality		+	
Air quality		+	
Soils/land quality		+	
Fish/wildlife habitat, populations			x
Plant Resources (timber, firewood, berries, etc)	x		
Invasive or pest species	x		
Natural beauty of landscape or neighborhoods			x
Neighborhood character		+	
Noise or other environmental impacts		+	
Environmental sustainability		+	
Hazardous substances use		+	
Community waste stream		+	
Light pollution at night	x		
Recreational opportunities?			
Public land use and access	x		
Trails/waterways	x		
Parks	x		

Public assembly/activities	x		
Education/training/knowledge & skill development?			
Public safety?		+	
Public health?		+	
Medical services?	x		
Emergency response?	x		
Economic performance & sustainability?			
Employment of residents			
Short-term (i.e. construction)		+	
Long-term (operating and maintenance)		+	
Cost of living reduction	x		
Return on investment	x		
Visitor opportunities/impressions/stays/ purchases	x		
Competitive business environment	x		
Support for existing businesses		+	
New business opportunities	x		
Economic sustainability		+	
Attractiveness of City to new residents/businesses		+	
City government performance?			
Infrastructure quality/effectiveness/reach (more people)		+	
Existing services		+	
New services		+	
Cost of City services (Will add some DRC cost)			-
Tax income to City	x		
Transportation?			
Air	x		
Water	x		
Roads	x		
Communications?			
Internet	x		
Phone	x		
TV/radio	x		
Other? (type in) Regulatory compliance		+	

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

Providing a proper channel for handling hazardous waste clearly helps prevent land, water and air pollution that may occur from improper disposal. It also provides a means for businesses to dispose of wastes in a manner meeting regulatory requirements. For some businesses this may help them avoid tangible and intangible costs and demonstrate environmental responsibility to their stakeholders.

3. Are other projects related to or dependent on this project?

Is this project dependent on other activities or actions?

Yes, at DRC only.

If yes, describe projects, action or activities specifying phases where appropriate.

This project is integrated with other DRC waste receiving, storage and shipping activities. It is particularly closely related to handling of universal waste.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

No.

5. What regulatory permits will be required and how will they be obtained?

None. Receipt of hazardous waste fits within existing DRC Landfill operating permits. However, the DRC will ask ADEC to add the receipt, processing, and shipping of hazardous waste to the 2015 permit.

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

Initial purchase and installation cost: \$44,000.

Operating costs: Dependent on amount of waste received. Waste received and processed will be recorded so that operational funding can be accurately projected.

7. Is an engineering design or construction estimate necessary?

No.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

Disposal fees will be collected but will not cover all the costs.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$3,000	Contractual	\$
Construction	\$	Supplies	\$250
Waste disposal	\$	Utilities	\$50
Equipment	\$25,600	Insurance	\$300
Freight*	\$11,225	Repair & maintenance	\$200
Contingencies 7%	\$3,175	Other (list) Contract for disposal	\$14,000
Other (list) supplies	\$1,000	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$TBD

*freight to Seattle Washington was estimated at \$6,325 (U.S. Chemical storage quote) and freight between Seattle and Gustavus was estimated at \$4,500 - \$4,900 (Frontier Freight quote)

Updated Latest Estimate Budget Line Items if Changed Date: _____

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes))	\$
		Balance: costs-income	\$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?

DRC Operator and assistants will handle hazardous waste receiving and processing.

2. How many full-time, permanent jobs will this project create or retain?

No additional jobs will be created but the jobs of Manager/operator and Assistant Operator will have slightly more work.

_____ Create/retain in 1-3 years

_____ Create/retain in 3-5 years

3. What training is necessary to prepare local residents for jobs on this project?

Handlers of hazardous waste will need to have HAZWOPER training. The current DRC Manager has been trained but will need refresher training. Training of an assistant operator would be helpful. HAZWOPER training is available in State. This training would also prepare the employees to respond to hazmat events, such as an oil spill on land or marine waters.

4. How many local businesses will be affected by this project and how?

Potentially all local businesses that generate even small amounts of hazardous waste would benefit from having this outlet for disposal.

Part 7. Business Plan (Upon Council request) Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are several good Internet sites that will assist you in developing a business plan. One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

The Product/Service
 The Market
 The Marketing Plan
 The Competition
 Operations
 The Management Team
 Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.

Public comment on agenda item at committee or Council meeting

Special public hearing

Dates and attendance for the above.

Written comment from the public (please attach)

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees
DRC Committee	11/8/10	11/2/10	No	Rec to support	4
DRC Committee	12/15/10	12/8/10	No	Review & edit	5
City Council	2/10/11	2/7/11	No	Approved	6+public
City Council	1/12/12		Minutes	Resolution 2012-03	

Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.



1806 River Street
Wilkesboro, NC 28697
Phone: (800) 233-1480
Phone: (336) 990-0601
Fax: (336)-990-0076
Email: info@uschemicalstorage.com
www.uschemicalstorage.com

10/25/2016
Revised: 10/26/2016

City of Gustavus
Mr. PAUL BERRY
#2 BOAT ARBOR WAY
GUSTAVUS, AK 99826

RE: USCS Quote No. 0002841

Dear Mr. Berry:

Thank you for the opportunity to offer a proposal for your chemical storage needs.

US Chemical Storage has been manufacturing chemical storage structures in Wilkesboro, North Carolina for over 15 years. Our dedicated workforce and strict quality control combine to provide superb value to our customers.

The following proposal is based upon your specifications and is conceived to provide an efficient solution to your storage requirements. After order placement we will provide you with an approval drawing for review detailing your project. Only after you review and sign the drawing will we begin fabrication of your equipment. Our customer service team will guide you through the entire process and is always available to provide information and assistance in working with approval authorities.

We'll contact you in a few days to review this proposal and answer any questions or concerns you may have. Please contact us in the meantime should you require any further information.

Thank you for the opportunity to work with you on this project.

A handwritten signature in cursive script that reads "Chris Diller".

CHRIS DILLER
Technical Sales Engineer
Direct: (336) 990-0790
cdiller@uschemicalstorage.com



1806 River Street
Wilkesboro, NC 28697
Phone: (800) 233-1480
Phone: (336) 990-0601
Fax: (336) 990-0076
Email: info@uschemicalstorage.com
www.uschemicalstorage.com

QUOTE: 0002841

Date: 10/25/2016

BUILDING QUOTATION PREPARED FOR:
Mr. PAUL BERRY
City of Gustavus
#2 BOAT ARBOR WAY
GUSTAVUS, AK 99826

CL2208 NONFR 22X8X9 30DRUM FM/WH

Full Storage: 9,022 Lbs

Wind Load: 130 MPH Exp. C

Bldg Weight: 9,682 Lbs

Floor Load: 500 PSF

Snow Load: 40 PSF

Seismic: Category: C

Sump Capacity: 481.1 Gallons

Drum Capacity: 30

Standard Features

The steel used to fabricate the model quoted here is the highest grade American made steel and is free from rough edges, kinks and sharp bends. Our manufacturing does not reduce the strength of the steel to a value less than intended by the UL design. Our manufacturing is done precisely and in a neat fashion and all bends are made by controlled means to ensure uniformity and strength. Our welding procedures are in accordance with the American Welding Society and meet standards set forth by the ASTM, and all welds are sufficient in size and shape to accommodate UL listed wall designs.

Actual Exterior: 21'4" x 7'4" x 9'4" **Actual Interior:** 20'4" x 6'4" x 7'8"

WALL STRUCTURAL FRAMEWORK: Fabricated from 3" x 2" x 1/8" steel structural or mechanical tubing members placed on 24-inch on center. Building perimeter shall have 6"x3"x3/16" steel tubing below and above wall studs. The corner studs and door frame opening studs shall be 3"x3"x3/16". Framework connected by welding. Exterior sheets are connected to wall framework at each seam with a continuous weld. All framing members shall be mechanical or structural tubing; formed channels or studs are not acceptable.



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Email: info@uschemicalstorage.com
www.uschemicalstorage.com

ROOF SYSTEM: Noncombustible weatherproof construction of continuously welded 12 gauge steel roof permanently attached to building. Roof Structural System fabricated from 3.5" x 3.5" x 1/8" structural steel or mechanical tubing. Roof supports installed 24" inches on center. Exterior roof sheets are continuously welded to roof supports at each seam. All framing members are mechanical or structural tubing; formed channels or studs are not acceptable.. Roof sloped to facilitate rain run off and equipped with rain shield over doors.

FLOOR SYSTEM: Grating and Leak Proof Spill-Containment Sump Assembly is a 6" inch high assembly consisting of 1" inch deep welded steel floor grating over 6" inch deep leak proof secondary containment sump. Continuous steel floor grating throughout building, fabricated from welded steel grating with 1 x 3/16" bearing bars at 1 x 3/16" inches on center and crossbars at 4 inches on center. Grating material is galvanized steel. Sump is fabricated utilizing continuously welded 10 gauge steel sheets for maximum spill containment. Chemical-resistant acrylic alkyd enamel coating is applied to secondary containment sump. Floor System is fabricated to comply with NAAMM MBG 531, "Metal Bar Grating Manual for Steel, Stainless Steel, and Aluminum Gratings and Stair Treads."

BUILDING BASE: Open channel construction, underside coated with chemical resistant corothan I-Coal Tar for maximum corrosion resistance. Forklift pockets and hold-down brackets for ease of off-loading and relocation. Building base framing is capable of withstanding 1000 psf minimum. The building base is constructed in this manner to ensure the fork lifting, loading, transporting, offloading, and relocation do not affect this chemical storage building. This is to ensure the door openings remain square after lifting the building multiple times with a crane or fork trucks. The building base assembly shall consist of the following materials: 6 x 4 x 3/16" rectangular tubing, Hold Down Brackets welded to building are 1/2" thick plate steel angles, Floor Channel C 4x5.4, Floor Channel C6x8.2, and 4 x 2 x 1/8" rectangular tubing

STATIC GROUNDING SYSTEM: One exterior grounding connection, one 10-foot long 5/8" diameter copper-clad steel grounding rod, and grounding lugs.

GRAVITY AIR FLOW VENTS: Steel frame and louvers with screens to provide adequate air flow and natural draft.

Building Finish: After an extensive cleaning process the interior and exterior surfaces are protected with a high solids alkyd universal metal primer (primer) and a high solid acrylic alkyd enamel top coat providing proven interior chemical resistance as well as exterior abrasion, corrosion, UV resistance and exceptional durability.

SIGNAGE: Permanent D.O.T. metal flip placard with rust proof aluminum holder and stainless steel clips on each building. One (1) pressure sensitive NFPA 704 Hazard Rating sign.

APPROVALS: This unit will have Factory Mutual (FM Global) Approval and Warnock Hersey Approval. Third



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party and/or state approvals are available and are not included in this quotation unless noted.

Accessories may increase exterior dimensions.

Accessories (may increase exterior dimensions)

Door - Qty 3

DOOR: ONE (1) 48" X 80" 12 GAUGE STEEL DOOR. HEAVY-DUTY HARDWARE INCLUDES 3-POINT LOCKING SYSTEM WITH KEYED MALLEABLE IRON DOOR HANDLE. INTERIOR SAFETY RELEASE LEVER. EXTERIOR DOOR HOLD OPEN.

Interior Light - Qty 3

UL LISTED CLASS 1, DIV 1 & 2, GROUPS C,D. CLASS 2, DIV 1 & 2, GROUPS E,F,G. CLASS 3 DIV 1 & 2. USE WHERE MOISTURE, DIRT, DUST, CORROSION AND VIBRATION MAY BE PRESENT.

Exterior Light - Qty 1

EXTERIOR FLUORESCENT LIGHT, 28 WATT ALMP, UL LISTED LIGHT FIXTURE. 120V, 1.25A, SINGLE PHASE. INCLUDES ONE EXTERIOR UL LISTED PHOTO-ELECTRIC SWITCH, SUITABLE FOR OUTDOOR LOCATIONS.

Electrical Outlet - Qty 1

UL LISTED EXPLOSION-PROOF SINGLE OUTLET, 125V, 20A, GFI, RATED FOR CLASS 1, DIVISION 1, GROUPS C & D HAZARDOUS LOCATIONS.

Electrical Panel - Qty 1

UL LISTED, SINGLE PHASE, 3 WIRE, 120/240V 100 AMP 8 SPACE LOAD CENTER (NEMA 3R). RAINPROOF AND SLEET- (ICE) RESISTANT- OUTDOOR ENCLOSURES ARE INTENDED FOR USE OUTDOORS TO PROTECT THE ENCLOSED EQUIPMENT AGAINST RAIN AND MEET THE REQUIREMENTS OF UNDERWRITERS' LABORATORIES, INC., PUBLICATION NO. UL 508, APPLYING TO "RAINPROOF ENCLOSURES." OTHER ELECTRICAL CONFIGURATIONS AVAILABLE, ADDITIONAL COSTS MAY APPLY.

Partition Wall - Qty 2

STEEL INTERIOR CHEMICAL SEPARATION WALL, FROM SUMP FLOOR TO CEILING.

Lifting Lugs - Qty 1

(4) 1" FLAT BAR X 4" WIDE HOT ROLLED STEEL WITH 1 1/4" HOLE TO RUN CHAIN THROUGH.

Building Color - Qty 1

COLOR CHOICES - WHITE, BLEACHED BONE, DOVE GRAY, BARBER GREEN, AZTEC BROWN.



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Qty. of Units: 1

Estimated Lead Time: 8-10 WEEKS

*Actual lead time may vary based
upon factory load at time of order.*

Subtotal: \$25,599.00

Freight Estimate to Seattle, WA 98108* \$6325.00

Total Price: \$31,924.00

All prices here in are quoted in US Dollars

Expiration: This Quotation Expires 30 DAYS from date of issue.

Payment Terms: One half (50%) at release for fabrication, and one half (50%) net 30 days from shipment. A 1% discount will be allowed for final payments within 15 days and a 1% penalty per month will be applied to balances past 30 days.

Signature _____ **P O #** _____

(Customer is responsible to check with appropriate agencies to determine if any third party or local approvals are necessary. This order does not include tax, offloading anchoring, arming of dry chemical fire suppression, electrical/water connections or permits. This order is subject to US Chemical Storage LLC's terms and conditions which are located in your building manual which can be downloaded from <http://www.uschemicalstorage.com/company/terms-and-conditions.html> Projected lead time may vary and will be updated at time of order. Customer is responsible for offloading and positioning of their building on site.)

**Freight is an estimate only, we will attempt to honor a freight quote but can not guarantee rates. Accurate freight prices will be available prior to actual delivery. At any time customer may arrange for their own freight.*

Optional Components (Additional to Subtotal and Total Price Listed Above)



B. Adopt Resolution CY16-17 Revising Policy and Procedure for Gustavus Endowment Fund Grant Awards

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY16-17**

**A RESOLUTION REVISING POLICY AND PROCEDURE FOR GUSTAVUS ENDOWMENT FUND
GRANT AWARDS**

WHEREAS, in 2015, with Resolution 2015-28, the Gustavus City Council established Policy and Procedure for the Endowment Fund Grant Awards under Title 4.13, and

WHEREAS, in the process of implementing the Policy and Procedure with the grant awards of fiscal year 2016, it became apparent that some clarifications and revisions were necessary for future award procedures, and

WHEREAS, formal action is necessary to address the revisions necessary to the policy and procedure,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the revisions to the document entitled “Policy and Procedure for Awarding Grants from the Endowment Fund Earnings”, as presented by this Resolution as a significant step toward addressing the needed revisions.

PASSED and **APPROVED** by a the Gustavus City Council Gustavus City Council this _____ day of _____, 2016, and effective upon adoption.

Tim Sunday, Mayor

Attest: Lori Ewing, CMC, City Clerk/Treasurer

CITY OF GUSTAVUS, ALASKA

POLICIES AND PROCEDURES

TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS FROM THE ENDOWMENT FUND EARNINGS

POLICY:

It is the policy of the City of Gustavus to maintain the integrity and purchasing power of the Endowment Fund (Fund) equal to, or greater than, its original 2004 purchasing power through application of earnings first toward inflation proofing, and then to disperse extra earnings in the form of grants supporting qualified projects offering broad value to the community.

The City **Mayor or his/her** designee shall, at least annually, determine the inflation-adjusted value of the principal of the Fund, compare that value to the present market value of the Fund as invested, and then provide opportunities to disperse available funding for community projects if the Council determines it is fiscally responsible.

While earnings may be granted for projects **for functions authorized by code ordinance** ~~by being completed by City departments or functions~~, funding priority should be given to qualifying projects being conducted by Gustavus-based groups or individuals, **or City departments proposing projects** ~~offering services~~ that are outside those functions authorized for the City through code ordinance. Further, priority may be given to projects for which the Fund grant is leveraged to match grants from outside agencies. Fund grants shall not be made for operating expenses of the City or other organizations. Grants shall not be made to "for profit" enterprises, although a "non-profit" organization may contract with a "for profit" business for services, such as construction, in support of the Endowment-funded project.

The Mayor is accountable for assuring that steps in this procedure are completed and documented.

PROCEDURE:

The following steps shall be followed by the City Mayor or his/her designee:

1. Inflation-Adjusted Principal Value determination. By July 31st of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:

- a) Determine the latest CPI index for Anchorage from the posted table.
- b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004).
- c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b.
- d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

Example, calculation of inflation adjusted value as of June 30, 2015:

June 30, 2015 CPI = 217.111

Multiplier value = $(217.111) / (165.6) = 1.311$

Inflation-Adjusted Principal Value for July 1, 2015 is

$(\$963,000) (1.311) = \$1,262,000$ (rounded to four significant figures). This process will be duplicated for any additions to the Fund principal, except that the CPI Index for the

year(s) of the addition(s) will be used in the calculation.

2. Present Market Value determination. Determine the present market value of the Fund as reported by the Fund manager for June 30 of the present year.

Example: The present market value of the fund for June 30, 2015 was \$1,403,944.

3. Excess earnings determination. Calculate the excess earnings in the Fund, from which distributions may be made, by subtracting the inflation adjusted principal from the present market value of the Fund.

Example: The excess earnings available as of June 30, 2015 were:
 $\$1,403,944 - \$1,262,000 = \$141,944$

4. Available funding for fiscal year. Calculate the funding available as 3% of the average market value of the Fund at June 30 of the last five years.

Example: Three percent of the average annual market value for five years through June 30, 2015 is calculated as:

June 2015:	\$1,403,944
June 2014:	\$1,391,960
June 2013:	\$1,265,225
June 2012:	\$1,188,172
June 2011:	\$1,161,681
Average:	\$1,282,926
3% of Average:	\$38,466

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value or the present year Excess Earnings, whichever is less. ~~If Un-awarded/unexpended grant funds from previous years~~ **over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.** ~~remain available, they shall be added to the amount available in the present year.~~

Example for 2015. Three percent of the five-year Average Market Value is \$38,466. The Excess Earnings amount is \$141,944. The lesser of the two is \$38,466. No un-awarded grant funds remain from previous years so \$38,466 may be made available.

6. Announcement of grant application period. **The City Council may** ~~on~~ September 1 of each year, or as early thereafter as possible, post an announcement to the Gustavus public of the availability of Endowment Fund Grants with the total amount available. The announcement shall include criteria for selection, an application procedure, project scoping document, and a deadline of October 31.

7. Transfer of new grant funds from Fund. On **December** ~~October~~ 1, direct the City Clerk/Treasurer **will** ~~to~~ transfer the year's determined available new grant funding from the Endowment Fund to the Endowment Fund Grant checking account.

8. Grant application closing. On October 31 of each year, close the application period. Provide grant applications to the City Council for their review at the first work session of November. ~~Public input will be solicited in the November public meeting.~~

9. Grant awards. Schedule Council selection and award of grant funding for the ~~first~~ General Meeting of December. In selecting grantees and determining awards the Council should consider the following criteria:

- a) Discrete local project—not for organizational operating expense.
- b) Broad community benefits and value.
- c) Leverage of matched funds.
- d) Addresses community needs outside the authorized functions of the City **departments.**
- e) ~~Carefully considered and~~ **Detailed, well-** planned project with high probability of success **concrete start and** completion dates
- f) Apparent ability of organization to manage project.
- g) Financial track record and stability of a person or organization.
- h) Qualifying City department or local Gustavus group.
- i). Group or individual current with all taxes owed or other forms/payments owed to the City.**

If the City does not receive any qualifying applications, or if the Council declines to grant to any of the year's applicants, the annual grant funds shall **be returned to the Endowment Fund account to earn interest for future awards** ~~remain in the Fund grant checking account as available for future years. If grant awards do not total to the full amount available for that year, the un-awarded amounts shall be kept in the Fund grant checking account for availability in future years.~~

10. Award notices. Issue notice to grantees (if any) within one week after the ~~first~~ General Meeting in December, regarding selection with directions for receiving payments, reporting requirements, and a **one** ~~three~~-year deadline for the grant to be completed. Issue letters also to unsuccessful grant applicants notifying them of award decisions, and thanking them for their applications.

11. Payments. Payments to awardees will be made by **disbursement** ~~transfer~~ from the Endowment Fund checking account to the grantee for **work approved in Endowment Fund Grant Application Scope with proof of payment** ~~described, completed and invoiced work.~~ Payments shall be made within **two** ~~one~~ weeks of receipt of a **properly completed Grant Financial Progress Report** ~~invoice.~~ Payments may be made in advance in special circumstances.

12. Monthly ~~Annual~~ and final reports. The grantee shall complete and submit a **monthly** progress report ~~at least annually by the last day of each month~~ **reporting progress and expenditures for the previous month, December 31 of each year,** and a final report with the final payment request. The last 10% of the grant shall not be paid until a final report has been accepted.

13. **Changes in scope. Any changes in awardee's project scope from the original application will need Council approval before reimbursement can be considered.**

14. Unused granted funds. Any unused funds from a closed grant shall be retained in the Fund grant checking account **if under \$1,000 or returned to the Endowment Fund account if over \$1,000,** and re-designated as available for future awards.

Signed: Mayor of the City of Gustavus

Date

CITY OF GUSTAVUS, ALASKA
Endowment Fund Grant Application Form

I. Project Title:

II. Organization:

Name of Organization:

Type of Organization:

Tax ID:

Address:

Phone:

Web page:

III. Principal Contact:

Name:

Address:

Phone:

Email:

IV. Project Description:

(expand to additional pages as needed)

1. Synopsis (one paragraph)

2. Complete and attach a City of Gustavus Project Scoping Document (available from City Clerk/Treasurer)

3. Total estimated cost of project (please attach contractor's estimates or website "cart" pages, if applicable):

4. Amount requested from Endowment Fund Grant:

5. Matching funds available:

Source	Amount
--------	--------

1.

2.

3.

Signature _____

C. Award FY17 Endowment Fund Grants

TO BE DISCUSSED AND VOTED ON AT GENERAL MEETING

Item No. 11 Staff Reports

Item No. 12 City Council Reports

Item No. 13 City Council Questions and Comments

Item No. 14 Public Comment on Non-Agenda Items

Item No. 15 Executive Session

Item No. 16 Adjournment